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[JUL 6 1954

MEMORANDUM FOR: Deputy Director (Administration)

SUBJECT: Increase in Table of Organization for the Cable Secretariat.

1. Attached as Annex A is a memorandum dated 6 June 1954 from the Executive Assistant to the Director, requesting a net addition of five positions in the Cable Secretariat.

2. The additional positions, with the minor internal reorganization proposed, will:

a. Afford greater flexibility in scheduling watch-officer coverage twenty-four hours a day, seven days a week.

b. Increase the processing capability of the Cable Secretariat.

c. By virtue of a. and b. above, relieve some of the pressure and overtime which have resulted from the steadily increasing volume of cable traffic over the past year.

3. The request for five additional positions results from a proposal to create nine new positions and delete four existing positions, as follows:

Nine Positions Created:	1 Watch Officer	CS 12
	5 Assistant Watch Officers	CS 11
	3 Clerk Typists	CS 4

Four Positions Deleted:	4 Cable Analysts	CS 9
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4. The concurrence of the Deputy Assistant Director for Personnel (subject to subsequent classification review of the CS 11 Assistant Watch Officer positions) is attached as Annex B.

5. In Annex C, the Chief, Budget Division states that approval of this request will necessitate a ceiling increase of five at an estimated cost of \$26,025 and that funds to cover this increase have been requested in the 1955 Operating Budget for the Cable Secretariat.

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6. Approval of this request will require an increase in the present personnel ceiling of the Cable Secretariat from [REDACTED] to [REDACTED] with a concomitant withdrawal of five positions from the Director's reserve. A request for this withdrawal has been prepared for your signature and is attached as Annex I.

25X9

25X9

7. Your approval is recommended.

SIGNED

[REDACTED]
Chief, Management Staff

25X1A

ATTACHMENTS:

- Annex A - Proposal
- Annex B - Concurrence of AI/P
- Annex C - Concurrence of Budget Div.
- Annex D - Request for Withdrawal

APPROVED:

Date: AUG 3 1954

L. K. WHITE
Deputy Director (Administration)

DISTRIBUTION:

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- 2 - ID/A *chrons & subject*
- 2 - Exec. Asst. to the Director
- 1 - Comptroller
- 1 - MS Comback

*Since this is an increase of five (5) positions in the Office of the Director, a corresponding decrease in the Director's Reserve will be effected.

/s/ LKW

MS/LG:ee (1 July 1954)

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